

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 NINTH STREET, Room 320, MS 3-9  
SACRAMENTO, CA 95814  
TTY (916) 654-2054 (For the Hearing Impaired)  
(916) 654-1958



February 5, 2018

**TO: REGIONAL CENTER EXECUTIVE DIRECTORS**

**SUBJECT: SURVEY ON SERVICE COORDINATOR CASELOADS**

Welfare and Institutions Code section 4640.6(e) (Enclosure A) requires that regional centers provide service coordinator-to-consumer caseload data to the Department of Developmental Services (Department) and that regional centers maintain specific service coordinator-to-consumer ratios. Additionally, the Department provides regional centers with Community Placement Plan Operations funding to maintain a one to 45 caseload ratio for individuals who moved from a developmental center and have lived in the community between 12 and 24 months. The caseload ratio survey referenced below has been revised to collect information on the ratios for these individuals.

The Department has developed an automated survey (Enclosure B) for regional centers to report caseload ratio information, as of March 1, 2018, which by contract must be submitted by March 10, 2018. All regional centers are required to submit the automated survey. Please use the enclosed Caseload Ratio Worksheet.xls survey to report this information to the Department. The worksheet contains formulas and macros for taking information from a report developed by SANDIS and automatically pulling that information into the worksheet. Instructions for using this worksheet are in the enclosed file, "Enclosure C Instructions for Automated Form.pdf."

Your timely and complete response to this survey is important. The Department is required to summarize the data and make it available to the public within 30 days of receipt. For auditing purposes, regional centers must maintain supporting documentation for a minimum of three years and have the data readily available as the Department may request this documentation.

Please e-mail the completed survey to:

Rachel Long, Chief  
Regional Center Operations Section  
Department of Developmental Services  
[rachel.long@dds.ca.gov](mailto:rachel.long@dds.ca.gov)

**“Building Partnerships, Supporting Choices”**

Regional Center Executive Directors  
February 5, 2018  
Page two

If you have questions about this correspondence, please contact Rachel Long, at (916) 654-1976, or by email, at [rachel.long@dds.ca.gov](mailto:rachel.long@dds.ca.gov).

Sincerely,

*Original signed by*

BRIAN WINFIELD  
Deputy Director  
Community Services Division

Enclosures

cc: Regional Center Administrators  
Regional Center Chief Counselors  
Amy Westling, Association of Regional Center Agencies  
Brenda Crisler, Association of Regional Center Agencies  
Rapone Anderson, Department of Developmental Services

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 NINTH STREET, Room 320, MS 3-8  
SACRAMENTO, CA 95814  
TTY (916) 654-2054 (For the Hearing Impaired)  
(916) 654-1954



March 22, 2018

Tony Anderson, Executive Director  
Valley Mountain Regional Center  
P.O. Box 692290  
Stockton, CA 95269-2290

Dear Mr. Anderson:

This letter is to confirm that the Department of Developmental Services (DDS) will conduct a follow-up review with Valley Mountain Regional Center (VMRC) on May 2, 2018. The review will be conducted remotely at DDS Headquarters. Kathy Benson from DDS will conduct a follow-up review of the Home and Community-Based Services (HCBS) Waiver program monitoring review conducted March 20–30, 2017. DDS will also assess the regional center's special incident reporting (SIR) system.

DDS will follow up on issues identified during the 2017 review. The sample selection will include the following for the period from March 1, 2017, through February 28, 2018: 1) 10 consumer records for the HCBS Waiver program, and 2) 10 consumer records to assess VMRC's SIR system. The regional center will be provided a list of sample consumers no later than two weeks prior to the review.

The regional center has designated Katina Richison as the contact person to assist the review team. Please have Ms. Richison contact Kathy Benson at (916) 654-2295 to coordinate the review activities.

If you have questions or need clarification on the above issues, please contact Erin Paulsen, Chief, Federal Programs Monitoring Section, at (916) 654-2977.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Knight", is written over the word "Sincerely,".

JIM KNIGHT  
Assistant Deputy Director  
Community Services Division

Enclosure

cc: Katina Richison, VMRC

**"Building Partnerships, Supporting Choices"**

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 NINTH STREET, Room 320, MS 3-9  
SACRAMENTO, CA 95814  
TTY (916) 654-2054 (For the Hearing Impaired)  
(916) 654-1958



March 30, 2018

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: GUIDELINES FOR THE USE OF RESTRAINT OR CONTAINMENT IN  
ENHANCED BEHAVIORAL SUPPORTS HOMES (EBSH)

The purpose of this correspondence is to inform regional centers that the Department of Developmental Services (Department) has developed and adopted *Guidelines for the Use of Restraint or Containment in Enhanced Behavioral Supports Homes*, as required by Welfare and Institutions Code (WIC) §4684.81(i)(1). The guidelines are enclosed and are also available on the Department's website at: [www.dds.ca.gov/RC/](http://www.dds.ca.gov/RC/).

WIC §4684.81(i)(2), requires that the guidelines be incorporated into the facility program plan and plan of operation for all EBSHs. Regional centers should work with currently certified and licensed EBSH providers to ensure that the guidelines are incorporated into their facility program plans and plans of operation, and submitted to the Department by May 1, 2018.

Regional centers should work with service providers developing EBSHs to ensure that the guidelines are incorporated into their facility program plans and plans of operation prior to certification. This includes plans already submitted to the Department for homes that have not yet been certified. The Department also encourages regional centers to share these guidelines with their staff who are involved in the monitoring and oversight of EBSHs.

If you have any questions regarding this letter, please contact Ingrid Oliver, Community Living Section, at (916) 654-2203.

Sincerely,

*Original signed by:*

BRIAN WINFIELD  
Deputy Director  
Community Services Division

Enclosure

cc: Regional Center Administrators  
Regional Center Chief Counselors  
Regional Center Community Services Directors  
Association of Regional Center Agencies

**“Building Partnerships, Supporting Choices”**

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March 22, 2018

TO: INSTITUTE FOR MAXIMUM HUMAN POTENTIAL

SUBJECT: OUTCOME MEASURES FOR DISPARITY FUNDS PROGRAM

This letter addresses outcome measures identified in the Disparity Funds Program project proposal you submitted to the Department of Developmental Services (Department). The Measuring and Reporting on Project Activities section of your award letter indicated that the Department would provide feedback on the qualitative and quantitative outcome measures described in your proposal. The purpose of this letter is to achieve mutual understanding regarding methods for evaluating your project's success.

Qualitative and Quantitative Outcome Measures

The table below lists the outcome measures set out in your proposal and indicates whether they are approved. If we have comments or questions about any measure, we must receive your response before all of the measures can be approved. If you change or add measures, please provide a brief explanation

Measure	Comments
List of materials produced for the project	Approved
Online Facebook presence	How will you measure and report this?
Increase in members accessing Facebook for information	How will you measure this?
Date, place and number of participants at each workshop	Approved
Dates of contacts with linkage community partners and names of organizations	Approved

**"Building Partnerships, Supporting Choices"**

Measure	Comments
Reviewing and extracting numerical data from program records, attendance sheets and planning documents	What data will you extract and report to show your project's success?
Collection of demographic data, program reports and field observations	Please provide more detail about information you will collect and report to show your project's success
Staff interviews	Who will you interview, and about what topics?
Participant interviews/surveys and focus groups conducted in the community	What information will you obtain from these activities? Which participants will you interview/survey? Who will you include in your focus groups?
Outcome evaluation using data extraction from charts and records and administration of pre/post tests and assessments	Please provide more detail about how you will conduct the outcome evaluation

If you plan to have a consultant advise on or conduct your project evaluation, please ask them to submit proposed qualitative and quantitative outcome measures for review and approval as soon as possible.

#### Data Confidentiality and Security

All disparity funds program projects must protect confidential information about regional center consumers and families from accidental or inappropriate disclosure. This includes but is not limited to names, addresses, telephone numbers and social security numbers received while implementing disparity funds program projects.

#### Records and Supporting Documentation

The Department may request copies of supporting documents related to outcome measures, such as pre/post-tests and focus group facilitation guides. Project records such as these should be maintained for a period of at least three years after final payment of grant funds, unless a different period is agreed upon by the awardee and the Department.

Institute for Maximum Human Potential  
March 22, 2018  
Page three

Response to the Department

If we have requested additional information, please respond within 10 working days of receipt of this correspondence, by email to [disparityfundsprogram@dds.ca.gov](mailto:disparityfundsprogram@dds.ca.gov) or via mail to:

Department of Developmental Services  
Community Services Division  
Regional Center Branch  
Attn: Disparity Funds Program  
1600 Ninth Street, Room 340, MS 3-12  
Sacramento, CA 95814

Thank you for your careful attention to these measures. If you have any questions or would like assistance with your measures, please call Charles Liao, Fiscal and Program Research Section, at (916) 657-5295, or via email, at [charles.liao@dds.ca.gov](mailto:charles.liao@dds.ca.gov).

Sincerely,

*Original signed by Rapone Anderson for*

BRIAN WINFIELD  
Deputy Director  
Community Services Division

cc: Lavinia Johnson, Inland Regional Center  
George Stevens, North Los Angeles County Regional Center  
Tony Anderson, Valley Mountain Regional Center  
Amy Westling, Association of Regional Center Agencies  
Nancy Bargmann, Department of Developmental Services  
John Doyle, Department of Developmental Services  
Rapone Anderson, Department of Developmental Services  
Vicky Lovell, Department of Developmental Services

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March 22, 2018

TO: SPECIAL NEEDS NETWORK INC.

SUBJECT: OUTCOME MEASURES FOR DISPARITY FUNDS PROGRAM

This letter addresses outcome measures identified in the Disparity Funds Program project proposal you submitted to the Department of Developmental Services (Department). The Measuring and Reporting on Project Activities section of your award letter indicated that the Department would provide feedback on the qualitative and quantitative outcome measures described in your proposal. The purpose of this letter is to achieve mutual understanding regarding methods for evaluating your project's success.

Qualitative and Quantitative Outcome Measures

The table below lists the outcome measures set out in your proposal and indicates whether they are approved. If we have comments or questions about any measure, we must receive your response before all of the measures can be approved. If you change or add measures, please provide a brief explanation.

Measure	Comments
Summative evaluation at end of two years	Please provide details of the evaluation methodology and outcome measures that will be reported quarterly during the project.
Questionnaires and interviews to assess participant progress (Attachment A item 5)	Please explain how participant progress will be monitored. For instance, will you implement a pre/post survey?
Number of participants enrolled in training courses; data on whether they attend all classes, participate in activities and recruit/train parents (Attachment A item 5)	Approved

**"Building Partnerships, Supporting Choices"**



Measure	Comments
Screening mechanism is developed to identify 60 target organizations (Attachment D)	Approved
Develop a media strategy (Attachment D)	What outcome measures will you use to assess the media strategy?
Produce a white paper on the Special Needs Network advocacy model (Attachment D)	What outcome measures will you use to assess the model?
In-class training, web-based trainings, mentoring sessions (Attachment D)	How will you assess the impact of the trainings and mentoring sessions?
Social media training and support (Attachment D)	How will you assess the impact of the social media training?
Number of civic engagement activities (Attachment D)	Approved

If you plan to have a consultant advise on or conduct your project evaluation, please ask them to submit proposed qualitative and quantitative outcome measures for review and approval as soon as possible.

#### Data Confidentiality and Security

All disparity funds program projects must protect confidential information about regional center consumers and families from accidental or inappropriate disclosure. This includes, but is not limited to, names, addresses, telephone numbers and social security numbers received while implementing disparity funds program projects.

#### Records and Supporting Documentation

The Department may request copies of supporting documents related to outcome measures, such as pre/post-tests and focus group facilitation guides. Project records such as these should be maintained for a period of at least three years after final payment of grant funds, unless a different period is agreed upon by the awardee and the Department.

Special Needs Network, Inc.  
March 22, 2018  
Page three

Response to the Department

If we have requested additional information, please respond within 10 working days of receipt of this correspondence, by email to [disparityfundsprogram@dds.ca.gov](mailto:disparityfundsprogram@dds.ca.gov) or via mail to:

Department of Developmental Services  
Community Services Division  
Regional Center Branch  
Attn: Disparity Funds Program  
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Sacramento, CA 95814

Thank you for your careful attention to these measures. If you have any questions or would like assistance with your measures, please call Charles Liao, Fiscal and Program Research Section, at (916) 657-5295, or via email, at [charles.liao@dds.ca.gov](mailto:charles.liao@dds.ca.gov).

Sincerely,

*Original signed by Rapone Anderson for*

BRIAN WINFIELD  
Deputy Director  
Community Services Division

cc: Amy Westling, Association of Regional Center Agencies  
Nancy Bargmann, Department of Developmental Services  
John Doyle, Department of Developmental Services  
Rapone Anderson, Department of Developmental Services  
Vicky Lovell, Department of Developmental Services